OES Fellowship Application 2023

Introduction

Thank you for your interest in the General Services Administration's Office of Evaluation Sciences! We look forward to learning more about you and your interest in OES. For more information on our team, please visit oes.gsa.gov. For more information on the fellowship, please visit oes.gsa.gov/opps.

Besides the completed application questions on this Google Form, the OES Fellowship Application requires the following documents:

- **Cover Letter:** Please upload a cover letter (no longer than one page) that helps the OES team understand your interest in joining OES. This can include how your experiences and skills listed in your CV will uniquely contribute to our team, any particular areas or projects you envision working on, and opportunities to translate findings from the social and behavioral sciences to improve the work of the Federal Government.
- **Resume/CV:** This can be an academic or non-academic resume or CV. We ask that you please include relevant research, intervention design, project management and work experiences, along with relevant publications (no longer than 5 pages).
- **Writing Sample:** Please share a writing sample that demonstrates the following: 1) the ability to conduct, design, or analyze rigorous research, 2) knowledge of relevant subject matter, and 3) clear and concise writing. This writing sample could be an academic paper (working or published) that you personally wrote, a shorter piece you have written for a broader audience (such as a blog or report), or a policy brief or memo.
- **Optional: Second Writing Sample:** Feel free to submit an additional writing sample that exhibits the above criteria.

If you are completing this version of the Fellowship application, rather than the Google Form, please send the required documents in PDF format to oes@gsa.gov with the subject line: "Last Name, First Name - OES Fellowship Application 2023." PDF document titles should also follow this format (e.g., "Last Name, First Name - Cover Letter.pdf").

If possible, please provide an email address compatible with Google Meet, which we will be using to conduct video interviews.

Go to oes.gsa.gov/opps to learn about current opportunities to join our team and the experience of past fellows. The deadline to submit this application is **Wednesday, January 11, 2023, 11:59 p.m. EST.**

After the application has closed, the selection process will proceed through the following rounds:
- Video interview (late January, early February)

- Writing exercise (mid-to-late February)
- Research presentation to the OES team, and interview with OES Director Kelly Bidwell via Google Meet (late February, early March)

Note that the timeframes associated with each round are subject to change.

- - -

Privacy Act Statement

GSA's Office of Evaluation Sciences (oes.gsa.gov) is asking for your full name and email address in order to review your fellowship application and communicate with you throughout the application process. You are voluntarily submitting this information in order to be considered for this fellowship.

This collection of information is authorized by the E-Government Act of 2002 (P.L. 107-347, 44 USC § 3501). GSA may use this information pursuant to its published Privacy Act system of records notice, GSA SORN CIO-3.

Demographic Information on Applicants

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Ethnicity, race, and gender information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the categories established by the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity.

This information is used to determine if our equal employment opportunity efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Responses to these questions are voluntary. The aggregate information collected through this form will be kept private to the extent permitted by law.

Thank you for your interest in the General Services Administration's Office of Evaluation Sciences! We look forward to learning more about you and your interest in OES. For more information on our team, please visit oes.gsa.gov. For more information on the fellowship, please visit oes.gsa.gov/opps.

Fields marked with an asterisk* are required.

Email Address*

Background

First Name*

Last Name*

Current U.S. State or Country of Residence*
Please do not abbreviate (e.g., use "Alaska" rather than "AK," "United Kingdom" rather than "UK").

Highest Level of Education Completed*
- ☐ High School Diploma
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Doctorate (PhD, JD, MD)
- ☐ Other _____

Current or most recent previous role*
- ☐ Professor / Associate Professor / Assistant Professor
- ☐ Post-Doctoral Position
- ☐ Doctoral Student
- ☐ Master's Student
- ☐ Undergraduate Student
- ☐ Federal Government Employee
- ☐ State or Local Government Employee
- ☐ Nonprofit or Research Institution Employee
- ☐ Private Sector Employee
- ☐ Self-Employed Consultant
- ☐ Other _____

Federal employees can apply to join our team via a Federal detail under an Interagency Agreement (IAA). If you are currently a Federal employee, please list your Federal Agency here.
If you are not a federal employee, you may leave this field blank.

Employees of non-profit, academic, or state/local government institutions can apply to join our team via an Intergovernmental Personnel Act (IPA) agreement (Learn more). If applicable, please list a current or anticipated IPA institution here.
If you are not affiliated with a qualifying institution, you may leave this field blank.

Optional: Demographic Information: Ethnicity
If you choose to identify, how do you describe yourself?
This information is used to determine if our equal employment opportunity efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Providing this information is voluntary. Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity.
- ☐ Hispanic or Latino
- ☐ Not Hispanic or Latino
- ☐ Prefer not to identify
- ☐ Other: _____

Optional: Demographic Information: Race
If you choose to identify, how do you describe yourself?
- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ Other: _____
- ☐ Prefer not to identify

Optional: Demographic Information: Gender

If you choose to identify, how do you describe yourself?

This information is used to determine if our equal employment opportunity efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Providing this information is voluntary. Gender information is requested under the authority of 42 U.S.C. Section 2000e-16.

☐ Male

☐ Female

☐ Prefer not to identify

☐ Other: _____

Experience

Years of Relevant Work Experience*
Please do not include the years spent pursuing a degree or non-relevant experience. Enter a number only, rounded to the nearest whole number.

Primary disciplinary area in which you have completed relevant graduate studies, research, or work.*
- ☐ Behavioral Science
- ☐ Data Sciences
- ☐ Economics
- ☐ Education
- ☐ International Development
- ☐ Marketing
- ☐ Political Science
- ☐ Psychology
- ☐ Public Health
- ☐ Public Policy
- ☐ Sociology
- ☐ Other: _____

Optional: Additional disciplinary area in which you have completed relevant graduate studies, research, or work.

What is your experience running field experiments?*
- ☐ I have not done this
- ☐ I have done this as a member of a team
- ☐ I have done this independently or led a team in doing this

What is your experience with writing code to analyze data in any of the following scenarios?*
Please select all that apply.

- ☐ I have not done any of these
- ☐ I have cleaned and/or managed small datasets
- ☐ I have cleaned and/or managed large datasets (~5,000 rows or more)
- ☐ I have written code to analyze data from flat files or relational databases
- ☐ I have written code to analyze data from field experiments
- ☐ I have written code to analyze data from laboratory experiments

What is your experience working in teams to conduct research?*
Please select all that apply.

- ☐ I have not done this
- ☐ I have worked on small teams (<4 people)
- ☐ I have worked on large teams (5+ people)
- ☐ I have managed small teams (<4 people)
- ☐ I have managed large teams (5+ people)

Please indicate your level of knowledge of the following statistical software.*

- **No knowledge:** I have not used this software
- **Beginner knowledge:** I am able to run basic commands, import data, create simple graphs, and analyze cleaned data
- **Intermediate knowledge:** I am able to clean/merge messy data, create simple user-defined routines and functions, use simple loops, create custom graphics
- **Expert knowledge:** I am able to create advanced functions, use in-program debugging features, create publication quality graphics, write efficient and well-documented code

Stata

- ☐ No knowledge
- ☐ Beginner knowledge
- ☐ Intermediate knowledge
- ☐ Expert knowledge

R

- ☐ No knowledge
- ☐ Beginner knowledge
- ☐ Intermediate knowledge
- ☐ Expert knowledge

SPSS
- ☐ No knowledge
- ☐ Beginner knowledge
- ☐ Intermediate knowledge
- ☐ Expert knowledge

SAS
- ☐ No knowledge
- ☐ Beginner knowledge
- ☐ Intermediate knowledge
- ☐ Expert knowledge

Python
- ☐ No knowledge
- ☐ Beginner knowledge
- ☐ Intermediate knowledge
- ☐ Expert knowledge

Other
- ☐ No knowledge
- ☐ Beginner knowledge
- ☐ Intermediate knowledge
- ☐ Expert knowledge

If you selected knowledge of an "other" statistical software, please specify which one.

Interest in OES

Please select the position you are applying for.*
- A candidate for a **Fellow** role typically has 10+ years of relevant experience.
- A candidate for an **Associate Fellow** role typically has 1-9 years of relevant experience.

Please do not include the years spent pursuing a degree or non-relevant experience.
- ☐ Fellow
- ☐ Associate Fellow

Are you available for a full-time fellowship?*
Respond "Yes" if you anticipate being able to make a full-time commitment from Fall 2023 to Summer 2024.
- ☐ Yes
- ☐ No
- ☐ Unsure

What length of time are you looking to commit to a fellowship?*
- ☐ 0-5 months
- ☐ 6-11 months
- ☐ One year
- ☐ Two years
- ☐ Longer than two years
- ☐ Other: _____

Please select the OES portfolio(s) that you are most interested in working on.*
Please select all that apply. Feel free to expand on how this interest aligns with your background in your cover letter.
- ☐ Natural Resources
- ☐ American Rescue Plan
- ☐ Improving Payment Integrity
- ☐ Small Business
- ☐ Retirement Savings
- ☐ Responding to the COVID-19 Pandemic
- ☐ Vaccination Uptake
- ☐ Global Health
- ☐ Higher Education
- ☐ Health IT
- ☐ Prescriber Decision-Making
- ☐ Accessing Health Benefits

☐ Other: _____

How did you hear about the OES Fellowship?*
Select all that apply.
    ☐ Friend / Colleague
    ☐ Academic Conference
    ☐ Online Search
    ☐ Job Board
    ☐ Email / Listserv
    ☐ University Event
    ☐ Other _____

Please specify where in particular you heard about OES based on your previous answer(s).*

Optional: Is there anything else we should know about your application?

In the event that you are not selected for the fellowship, we would like to keep your documents and information on file to share with other evaluation divisions within GSA or relevant Federal agencies and organizations looking for collaborators.*
    ☐ You may share my information with relevant Federal agencies.
    ☐ Do not share my information with relevant Federal agencies.

Documents

All documents (including this application) must be submitted in PDF format with "Last Name, First Name" at the beginning of each file name.
Send this application and documents to oes@gsa.gov with the subject line: "Last Name, First Name - OES Fellowship Application 2023."

Cover Letter*
Do not exceed one page.
In your cover letter, please describe how your background relates to OES's work building and using evidence to better serve the public, or to the specific portfolio you identified earlier.
Format the file name as "Last Name, First Name - Cover Letter.pdf"

Resume/CV*
Do not exceed 5 pages.
Format the file name as "Last Name, First Name - Resume.pdf"

Writing Sample*
An ideal writing sample would demonstrate:
1. The ability to conduct rigorous research
2. Knowledge of relevant subject matter
3. Clear and concise writing

This writing sample could be an academic paper (working or published) that you personally wrote, or a shorter piece you might have written for a broader audience (such as a memo or blog).
Format the file name as "Last Name, First Name - Writing Sample.pdf"

Optional: Second Writing Sample
Format the file name as "Last Name, First Name - Second Writing Sample.pdf"

Thank you for your interest in the Office of Evaluation Sciences. We look forward to reviewing your application! Please save the following information for your records, as it will not be emailed to you. As stated on the first page, candidates will progress through the following rounds in these approximate timeframes:
- Video interview (late January, early February)
- Writing exercise (mid-to-late February)
- Research presentation with the OES team and interview with OES Director Kelly Bidwell via Google Meet (late February, early March)

As candidates advance, we will coordinate logistical details individually. All positions offered will be remote and location flexible within the United States. To learn more about OES, review the abstracts at oes.gsa.gov/work for summaries of our ongoing and completed work.